

**EFFECTIVE**

November 1, 2019.

**Subject(s)**

Correct the Commuting Vs. Staying Overnight Section within the Travel Policy.

"When a work assignment to the field will require more than one consecutive day's effort, an overnight stay is recommended for destinations 60 or more miles away from the employee's home and/or workstation, whichever is less. The decision to commute or stay overnight under these circumstances is left to the traveling employee's supervisor. A cost comparison, listing all hotel, meals, and mileage expenses, should be done as part of the basis for the decision. The cost comparison should be attached to the travel reimbursement request.

Overnight stays at destinations under 60 miles away from either the employee's home and/or workstation, whichever is less, require pre-approval from financial operations director or designee."

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

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